

# Set Up Planning Section

**Planning maintains situation status, documentation & Prepares Action Plans**

## Set up Planning Section Area\*

- Table(s)
- Chair(s)
- Sign
- Planning Section bin
  - Signage
  - Activation Binder w/ Forms
  - Office supplies
  
- Situation status whiteboards on easels
- Radios & Communications Log
- Assign scribe \_\_\_\_\_

*The major activities of the Planning Section may include:*

- *Preparing and documenting Incident Action Plans (IAP)*
- *Managing information & maintaining situational awareness of the incident*
- *Tracking resources assigned to the incident*
- *Maintaining incident documentation*
- *Developing plans for demobilization*

### **\*Location Considerations:**

- Safety, accessibility, expandability, shelter & electrical power
- Proximity to Command Post
- If inside building, provide battery powered lights in case power disrupted
- If outside or during inclement weather, provide awning / shelter
- If night operations, provide battery powered lighting
- If using generator, locate downwind between Command Post & Medical Area